

**MINUTES OF THE ORGANIZATION MEETING
JANUARY 6, 2020**

Call to Order: The 2020 organization meeting of the Greene Township Board of Supervisors, held in the Municipal building, was called to order at 4:30pm by Supervisor Gary Carlton, who led the audience with the Pledge of Allegiance.

In Attendance: Supervisors, Gary Carlton, Gerald Obert, and Barry Krautter. Treasurer, Sandra Oziemblo. Secretary, Amanda Seagraves. Solicitor, Jeffrey Treat.

Appointment of Temporary Chairperson & Secretary: Mr Obert made a motion to appoint Mr Carlton as temporary chairman. Mr Krautter seconded, voice vote, motion carried. Mr Obert made a motion to appoint Amanda Seagraves as temporary secretary. Mr Carlton seconded, voice vote, motion carried.

Appointment of Chairperson: Mr Obert made a motion to appoint Mr Carlton as chair. Mr Krautter seconded, voice vote, motion carried.

Appointment of Vice-Chairperson: Mr Carlton made a motion to appoint Mr Obert Vice-Chair. Mr Krautter seconded, voice vote, motion carried.

Appointment of Secretary: Mr Obert made a motion to appoint Amanda Seagraves Secretary, Mr Krautter seconded voice vote, motion carried.

Appointment of Alternate Secretary: Mr Obert made a motion to appoint Sandra Oziemblo Alternate Secretary, Mr Carlton seconded, voice vote, motion carried.

Recognition of visitors:

Secretary: Mr Obert made a motion to appoint Amanda Seagraves Secretary, and to appoint Sandra Oziemblo Alternate Secretary. Mr Carlton seconded, motion carried. Mr Obert made a motion for wages and meeting pay to remain the same, and for the hourly rate to be paid for meetings after 2 hours. Mr Krautter seconded, voice vote, motion carried.

Treasurer: Mr Obert made a motion to appoint Sandra Oziemblo Treasurer, and to appoint Amanda Seagraves Alternate Treasurer, and for wages to remain the same. Mr Carlton seconded, voice vote, motion carried.

Township Solicitor : Mr Obert made a motion to re-appoint Jeffrey Treat Solicitor and to re-appoint Matthew Meagher as the Alternate Solicitor. Mr Carlton seconded, voice vote, motion carried.

Township Engineer: Mr Obert made a motion to re-appoint Gilmore Associates as the township engineer, CECO-Labella Associates as the first alternate, and Kiley Associates as the second alternate engineer. Mr Carlton seconded, voice vote, motion carried.

Sewage Enforcement Officer: Mr Obert made a motion to re-appoint Don Nicholson as SEO with wages remaining the same, and to reach out to Glenn Martin to see if he will be alternate. Mr Krautter seconded, voice vote, motion carried.

Facilitator: Mr Obert made a motion to eliminate the position of Facilitator. Mr Carlton seconded, voice vote, motion carried.

Roadmaster: Mr Obert made a motion to keep Jerry Obert and Barry Krautter as Roadmasters, with wages to be set by the auditors. Mr Carlton seconded, voice vote, motion carried.

Park/Maintenance: Mr Obert made a motion to keep Jazikoff, Inc. for park maintenance. Mr Carlton seconded, voice vote, motion carried.

Chair of Vacancy Board: Mr Carlton made a motion to re-appoint Judy Obert as chair to the vacancy board. Mr Obert seconded, voice vote, motion carried.

Emergency Management Coordinator: Mr Obert made a motion to re-appoint Allen D. Shiffler as EMA Coordinator. Mr Krautter seconded, voice vote, motion carried. Mr Obert made a motion to re-appoint Don Shepard as alternate. Mr Carlton seconded, voice vote, motion carried.

Voting Delegate To State Convention: Mr Carlton made a motion to appoint Mr Obert as the voting delegate at state convention with Sandra Oziemblo as the alternate. Mr Krautter seconded, voice vote, motion carried.

Delegate to Council of Government: Mr Carlton made a motion to leave the delegate to council of governments vacant. Mr Obert seconded, voice vote, motion carried.

Planning Commission Mr Carlton made a motion to re-appoint Kerry Nix as Planning Commission Secretary and

Secretary: keep wages the same. Mr Obert seconded, voice vote, motion carried. Mr Obert made a motion to appoint Amanda Seagraves Alternate Planning Commission Secretary and keep wages the same. Mr Carlton seconded, voice vote, motion carried.

Housekeeper: Mr Carlton made a motion to keep Barry Krautter in the housekeeper position. Mr Obert seconded, voice vote, motion carried. Wages to be set by Auditors.

Location Officer: Mr Obert made a motion to keep Don Nicholson as Location Officer, wages remain the same. Mr Carlton seconded, voice vote, motion carried.

Well Permit Officer: Mr Carlton made a motion to keep Don Nicholson as Well Permit Officer, wages remain the same. Mr Obert seconded, voice vote, motion carried.

Sign Permit Officer: Mr Obert made a motion to hire Ed Simon as Sign Permit Officer, working two hours per week, Solid Waste Coordinator, working two hours per week, Road Encroachment Officer and to coordinate for the park grant, working one hour per week at \$15 per hour. His hours will be Tuesdays from 9am-11am and Wednesdays from 9am-12pm for a total of five hours per week. Mr Krautter seconded, voice vote, motion carried.

Solid Waste Officer: See SIGN PERMIT OFFICER

Stormwater Management Officer: Mr Carlton made a motion to re-appoint Gilmore Associates as Storm Water Management Officer and CECO as alternate. Mr Obert seconded, voice vote, motion carried.

Road Encroachment Officer: See SIGN PERMIT OFFICER

Road Task Force Rep.: The Board agreed to leave vacant.

HIPAA/CDL/ Open Records Officer: Mr Carlton made a motion to appoint Amanda Seagraves as HIPAA Officer, CDL Officer, and Open Records Officer, with Sandra Oziemblo Alternate. Mr Obert seconded, voice vote, motion carried.

Local Emergency Planning Commission: Mr Carlton made a motion to re-appoint Allen D. Shiffler as the township delegate for the LEPC. Mr Obert seconded, voice vote, motion carried.

Flood Plain Admin: Mr Carlton made a motion to appoint Gilmore Associates as flood plain administrator. Mr Obert seconded, voice vote, motion carried.

Mileage Reimbursement For Employees: Mr Carlton made a motion to accept the Federal Government rate for 2020 of \$0.58 cents per mile for employees using personal vehicles for township business. Mr Obert seconded, voice vote, motion carried.

Designate Depositories For Twp Funds: Mr Carlton made a motion to adopt **Resolution 19-1** designating Dime Bank as the depository for the general funds; adopt **Resolution 19-2** keeping the money market account at the Dime Bank. Mr Obert seconded, voice vote, motion carried.

Est. Permit Fees: Mr Obert made a motion to keep all fees the same. Mr Carlton seconded, voice vote, motion carried.

Ratify Sch. Of Monthly Meetings: Mr Obert made a motion to keep the monthly meeting schedule, of the first Wednesday of the month at 7:00 pm. at township building. Mr Carlton seconded, voice vote, motion carried.

Est. News Media: Mr Obert made a motion for The Tri-County Independent (formerly The News Eagle) to be the Primary, and The Pocono Record to be Secondary for advertising. Mr Carlton seconded, voice vote, motion carried.

Tax Millage: Mr Obert made a motion to keep the tax millage of 5.5 with a Fire Tax of ½ mil. Mr Carlton seconded, voice vote, motion carried.

Tax Collector: Mr Carlton made a motion to keep the reimbursement rate of 3.5%. Mr Obert seconded, voice vote, motion carried.

Employee Policies: Mr Obert made a motion to keep the workday for the road crew 6:00am – 2:30pm the same. Mr Carlton seconded, voice vote, motion carried.

Mr Carlton made a motion for maximum continuous hours to be 12 hours on, with 8 hours off and to keep CDL Requirements. Mr Obert seconded, voice vote, motion carried.

Mr Carlton made a motion for road crew to have two 15-minute breaks and ½ hour for lunch. Mr Obert seconded, voice vote, motion carried.

Mr Carlton made a motion that workday time spent in capacity of volunteer fire/ambulance will be paid. Mr Obert seconded, voice vote, motion carried.

Mr Obert made a motion for the overtime policy to be no time over 40 hours without the approval of two supervisors and an auditor. Mr Carlton opposed and made a motion for overtime to be paid with the approval of only one supervisor. Mr Obert withdrew his previous motion and seconded Mr Carlton's motion, voice vote, motion carried.

Mr Carlton made a motion for the township to have the same holiday schedule as the county. Mr Obert seconded, voice vote, motion carried.

Mr Carlton made a motion to have five paid personal days, used within the calendar year. Mr Obert seconded, voice vote, motion carried.

Mr Carlton made a motion for Death in family policy to be that the employee receives one day pay for up to three days if not at work. Mr Obert seconded, voice vote, motion carried.

Convention
Payment Policy:

Mr Carlton made a motion to keep the same policy; township to pay for rooms and the convention for four days and 3 nights plus mileage, but to limit each township employee or supervisor attending to \$50 per day for meals. Mr Obert seconded, voice vote, motion carried.

Est. Office Hours:

Mr Carlton made a motion to keep the township office hours: Monday through Thursday 9:00am to 2:30pm, closed noon to 12:30pm for lunch. Mr Obert seconded, voice vote, motion carried.

Personnel Meetings:

Mr Obert made a motion to have personnel meetings as needed and all items for the agenda must be in by noon on the day of the meeting. Mr Carlton seconded, voice vote, motion carried.

Agenda Policy:

See PERSONNEL MEETINGS.

Appeal Board
Building Members:

Mr Carlton made a motion to keep the current members of the appeal board and to re-appoint Attorney Anthony Magnotta as attorney for the Appeal Board. Mr Obert seconded, voice vote, motion carried.

Agricultural
Security Committee:

Mr Obert made a motion to keep the current members of the Agricultural Security Committee, and for Mr Krautter to be the supervisor on the committee. Mr Carlton seconded, voice vote, motion carried.

Adjournment:

Mr Obert made a motion to adjourn the Organization Meeting. Mr Carlton seconded, voice vote, motion carried. The meeting was adjourned at 5:10pm.

Respectfully submitted,

Amanda Seagraves
Secretary